



## REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

Date: 10 3 12	Interviewer: Laura Eckert	RFA #12 – 19
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.):		
Requested Assistance Pertaining To (name, position, policy, project, etc.)		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Respondent (if app.):      Male  Female  Administrator  Faculty  Staff  Student

**Complaint Category:** (Please check at least one)

Age       Color       Creed       Disability       Employment  
 Marital Status       National Origin       Race       Religion       Retaliation  
 Sex/Gender       Sexual Harassment       Sexual Orientation       Veteran Status

Time Line		
Date	Item	Comments
10 3 12	Intake interview	[REDACTED] I expressed concern with [REDACTED], feels she has been treated differently than colleagues on some issues, unsure if it is related to race or gender. LE discussed role of EOO, possible options, burden or [REDACTED] to show some connection between alleged differential treatment and protected category.
10 5 12	t/c LE to [REDACTED]	Left message, please call to talk about next steps
	[REDACTED] out for surgery	
11 16 12	email to [REDACTED]	Hope you are doing well, please call when you are feeling up to it and if you want to pursue concerns with EOO.

**Resolution of Complaint Process:**

Resolved to Complainants Satisfaction [R]       Unresolved [U]  
 Transitioned to Formal Complaint [F]       Referred to another University Office [REF]